

Allegheny Wesleyan College

Transcript Request Form

In compliance with the Family Educational Rights and Privacy Act (FERPA)

Please complete all sections of this form. Transcripts are usually processed within 24 hours. However, there will be a delay in processing if request is received during the end of the semester and at graduation. Transcripts will not be released if there is an outstanding financial obligation to Allegheny Wesleyan College. If you have a question concerning your account, please contact the Business Office.

Number of transcripts requested: _____ Cost is \$5.00 per transcript
(A separate Transcript Request Form must be made for each mailing address)

If mailed: (Please print)

(Name of University/Company)

(Address)

(City)

(State)

(Zip)

(Social Security Number)

(Date of Birth)

(Current Last Name)

(First)

(Middle)

(Maiden/Former Names(s) while attending AWC)

(Address)

(City)

(State)

(Zip)

(Home Phone)

(Cell Phone)

(Signature)

(Date)

Submit completed form to: (either mail or fax; no e-mails can be accepted)

Office of the Registrar
2161 Woodsdale Road
Salem, OH 44460

Phone: 330.337.6403
Fax: 330.337.6255